



KING COUNTY
CRIMINAL CALENDAR COORDINATOR II
KING COUNTY SUPERIOR COURT
Hourly Rate Range \$18.30 - \$23.23
Job Announcement: 05GF5555
OPEN: 10/10/05 CLOSE: 10/21/05

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the Regional Justice Center in Kent. Position may require working at alternate King County Superior Court locations.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m.

PRIMARY JOB FUNCTIONS INCLUDE The incumbent is responsible for providing administrative assistance to the Criminal Department by assisting with criminal case processing. Coordinates various daily criminal calendars with various agencies such as the Prosecutor's Office, Department of Corrections, Defense Attorneys, and the Department of Adult Detention. Monitors case readiness and determines priority order of cases with respect to local court rules/legal time frames, availability of judicial officers, attorneys, and litigants by creating and maintaining several calendars for the Court. Provides coverage for other positions in the department. Trains new employees in processes, policies and software applications. May serve on various Court committees and perform other duties of a similar nature.

QUALIFICATIONS: A high school diploma and five years' experience in criminal court procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Actual in-court experience is required. Must have a working knowledge of local criminal court rules, court procedures, and the court system. Must have a demonstrated experience in computer software applications including word processing and database management. Must be organized, flexible, detail-oriented, and comfortable working in a multi-task environment. Abilities to interact effectively with a wide range of people in a professional manner and to work independently are required.